

# **Blount Library Policies**

**Accepted 3/15/18**

**Established by:**

**Blount Library Inc. Board of Trustees**

**Policies:**

- 1. Child Safety Policy**
- 2. Criminal Behavior Policy**
- 3. Emergency Policy**
- 4. Public Space Policy**
- 5. Meeting Room Policy**
- 6. Privacy Policy**
- 7. Online Payment Policy**
- 8. Overdue Policy**
- 9. Non-Discrimination Policy**
- 10. Closing Policy**
- 11. Gift Policy**
- 12. Document Signing Policy**
- 13. Check Signing Policy**
- 14. Memorial Fund Policy**
- 15. Petty Cash Policy**
- 16. Circulation Policy**
- 17. Credit Card Policy**
- 18. DVD Policy**
- 19. Computer Use Policy**

## **Blount Library Child Safety Policy:**

The Blount Library welcomes and encourages children to use its facilities and services. However, the Library cannot and will not provide long term or short-term care of children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring the safety of your child as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is NOT responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior of children of any age while the child is in the Library.
- **Children 8 years and younger and not yet in second grade must be directly supervised by a parent, guardian or caregiver while in the Library.**
- A caregiver must:
  - Be at least 18 years of age;
  - Provide direct supervision of the child in their care;
  - Not be using the computer during the time they are supervising the child.
- Parents, guardians, or caregivers who do not attend a Children's Program with their child must remain in the building if the child is 8 years or under.
- Children 8 years and older may use the Library unattended for an amount of time appropriate to their age and maturity.
- All Children should have the phone number of someone who can assist them in an emergency.
- **The Library is not responsible if children leave Library premises unattended.**

### **Behavior:**

- Inappropriate behavior by children will be noted by staff. Inappropriate behavior includes but is not limited to, not treating other patrons and Library staff with courtesy and dignity; rough play and running; inappropriate language; inappropriate use of Library property.

The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the behavior or asked to leave. If the parent, guardian, or caregiver is not present a letter will be sent home to the residence. For the first offense they will be asked to leave the Library for a 2 week period, for the second offense it will be a 2 month period and for the third offense the revocation of privilege will be a 1 year period. At the end of that one year period the patron's privilege will be reviewed and discussed amongst the Library Board.

- Students who are not in school during normal school hours are not permitted to use the library for any reason.

**At Library Closing Time:**

- Children must be picked up 15 minutes before closing time of the Library.
- Any child still at the Library at closing time will be turned over to the Franklinville Police and the parent/guardian can pick up the child there.

## **Blount Library Criminal Behavior Policy**

- Any and all weapons are prohibited from Library grounds. If this policy is violated the Library will take appropriate action. Police will be notified and the Library Board will make a decision on how to handle the action taken
- Any other criminal behavior will not be tolerated at the Blount Library. If such behavior occurs punishment will be decided by the library board and reported to the Franklinville Police Department.

\*Any and all punishment is based on board decision and will be carried out by staff.

## **Blount Library Emergency Policy**

- Any situation which poses an imminent threat to the Library property or to any individuals who are on Library property will be reported through the 911 emergency system.
- For emergency situations involving minors, the Library Director or assistant staff will attempt to contact the parent or guardian after the emergency call has been placed.
- Any situation requiring a 911 emergency call will be reported as soon as possible by Library staff to a member of the Library Board.

## **Blount Library Public Space Policy**

- Patron complaints can be directed to the Library Director or the Library Board President.
- Postings for bulletin boards must be approved by Library staff and initialed.
- Incident reports will be filled out for any and all incidents that occur on Library property.

## **Blount Library Meeting Room Policy**

- The meeting room may be used during Library hours with the permission of the Library Director.
- If the meeting room is requested after Library hours, a member of the board or staff must be present.
- Groups may request the use of the meeting room, however the group must present their cause or purpose to the board in order to make arrangements; whether during regular hours or after hours.



## **Blount Library Privacy Policy**

- We protect each Library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.
- Patrons who donate monies can choose not to have their names mentioned.

## **Blount Library Online Payment Policy**

- Payment for fines and fees can be paid via our PayPal account.

- **Blount Library Overdue Policy**

- Patrons are responsible for any and all fines on their account.
- A Maximum of \$5 will be charged for each overdue item.
- If a patron has over dues of over \$5 that patron will be blocked from using the computers or checking out materials until such time the fines are paid.
- If an adult has fines which cause their account to become blocked, this also effects their children. Until such time the adult makes good on their fines the child will not be able to check out materials or use the computer.
- The library consults UNIQUE Management as a collection agency, if materials are not returned within a 3 months your account will be sent on to our collection agency.

## **Blount Library Non-Discrimination Policy**

The Blount Library is committed to equal employment and advancement opportunities for all employees and applicants for employment without regard to race, color, religion, national origin, ancestry, sex, age, disability, marital status, past and present status as a member of the military, or sexual orientation. In compliance with Federal and State law, all personnel actions, policies, procedures and employee programs (including hiring, promotion, compensation, discharge or other employment terms, conditions and privileges) shall be administered on a nondiscriminatory basis.

The Blount Library is committed to equal opportunities for all Library patrons without regard to race, color, religion, national origin, ancestry, sex, age, disability, marital status, past and present status as a member of the military or sexual orientation.

### **Blount Library Closing Policy**

- The library will be closed whenever the Franklinville Central Schools are closed due to weather or other emergency.

## **Blount Library Gift Policy**

- Blount Library Board reserves the right to accept or refuse any and all gifts made to the library.

## **Blount Library Document Signing Policy**

- Blount Library Director has signatory authority to sign documents necessary to the good order and function of the library.

### **Blount Library Check Signing Policy**

- Bookkeeper/Treasurer will sign/approve all payments
- A payment of over \$1000 will also require approval of the President or Secretary of the Blount Library Trustees.



### **Blount Library Memorial Fund Policy**

- Any monies received for memorials will be automatically placed in a separate memorial fund unless otherwise instructed by the donor.
- Money donated for the Memorial Plaque will be placed in the general fund and then used to pay for the inscription of the plaque

## **Blount Library Petty Cash Fund Policy**

The Blount Library maintains a petty cash fund to provide payment for small dollar amount purchases in an efficient and cost-effective manner.

- The petty cash fund is an imprest/fixed fund set at \$100.
- The Director is the fund custodian.
- The petty cash fund will be secured in the Library safe.
- Reimbursement will only be given for allowable business expenditures.
- All receipts for petty cash expenditures should be submitted for reimbursement in the petty cash box.
- Petty Cash Fund replenishment checks are requested by the director by asking the treasurer/bookkeeper to replenish the fund.
- Fund replenishment checks are issued to the fund custodian.
- A Petty Cash Log that lists all fund transactions must also be maintained by the library director.
- The fund will be reconciled by the fund custodian at the end of the quarter and the reconciliation will be reviewed by the treasurer/bookkeeper.

## **Blount Library Credit Card Policy**

The Blount Library uses credit cards to expedite operations, reduce the use of petty cash, simplify purchasing and accounting procedures, and provide documentation of travel expenses.

- Blount Library holds credit cards with Capital One.
- Credit card use is limited to the Blount Library Director approved by the Board of Trustees.
- All credit cards issued have a credit line of \$2,500.
- Credit cards are to be used only for Blount Library operating activities.
- All receipts for credit card purchases must be submitted to the Treasurer/Bookkeeper before the credit card statement bill arrives.
- All “ Bonus Cash” earned from qualifying credit card purchases are property of Blount Library and will be used for the benefit of the Blount Library

### **Blount Library Circulation Policy**

- No limit to the number of books a person can check out.
- New Books circulate for TWO WEEKS, all other books circulate THREE WEEKS.
- Magazines circulate for TWO WEEKS.
- Large Print items from Jamestown can circulate only TWO WEEKS.
- Fines are 10 cents per day per book. Books lost or not returned will be billed at the current replacement value.

### **Blount Library DVD Policy**

- Patrons must be registered library users in good standing.
- Must be 18 years or older. Children cannot use an adult's card to check out videos or DVDs.
- Limit of 5 movies at a time.
- Must be returned in 2 days, by the time we close.
- Fines are \$1.00 per day per tape if they are late. A Maximum of \$5 per DVD.
- Movies lost or not returned will be billed at the current replacement value.
- Movies are "lost" after a 3 month period of not being returned.

## **Blount Library Building Use Policy**

- Patrons 8 years and younger must be accompanied by an adult at all times while in the Library. It is not the responsibility of the Library staff to care for youngsters.
- Students who are not in attendance at school during normal school hours are not permitted at the library.
- While homework, recreational reading and program attendance are important, it is also important to remember you are in a library. Please try to keep the disruptive behavior to a minimum. If a patron continues to be disruptive, a patron will be banned from the library for a 2 week period.
- Only 1 patron in the restroom at a time.
- Loitering is not permitted at the library. If you need to use the library an extended amount of time, permission must be granted by the director. If an issue arises those privileges will be revoked without notice.

## **Blount Library Computer Use Policy**

- Patrons are able to sign on to the computer for 60 minutes at a time, with your Library card.
- Printouts are .25 per page. You are responsible for whatever material you print. If a student is doing homework and it is approved by the Librarian, there will not be a charge for printing homework.
- Inappropriate web-pages, pictures and such will not be tolerated. You will be asked to leave the Library and your usage will be suspended for a period of 2 weeks.
- If your account is BLOCKED due to late fees or overdue books, you will not be able to use the computer until you have returned the material and paid the fines.
- Only 1 person per computer station.
- Patrons must show a valid Driver's license if they do not possess a library card.
- Computers shut down 10 minutes prior to library closing.